Thinking About Data

DIRECTIONS: The following letter of recommendation makes an argument using several different types of data. Read the letter carefully. The different types of data have been numbered. When you've finished reading, *rank* the numbered sections of the letter according to how effective you found each type of data. Write out an explanation for each of your rankings.

To Whom It May Concern:

I am writing to recommend Jesse Jones for a job at your manufacturing plant. I was Jesse's immediate supervisor at Lane Industries for 3 years.

(1) During my time at Lane, I have directly supervised over 100 employees. Jesse was certainly among the top 10. (2) During his 3 years at Lane, our productivity went up over 5% each year. (3) Jesse is extremely hard-working. On one occasion, just before Jesse was scheduled to take his vacation, we had a major project due. Although he was leaving the next day, he stayed past midnight to make sure that everything was done and done well. And then while on vacation, he called the plant to check to make sure that everything was delivered on time.

(4) He has other assets as well. One of his co-workers just mentioned to me that Jesse had gone out of his way to explain how to go about filling orders most efficiently and that he would then check in with that co-worker from time to time to make sure she was able to put into practice what Jesse had told her. (5) Jesse is enormously loyal. He's the kind of person who takes pride in his work and always works to the utmost of his ability.

(6) We're very sorry that Jesse is leaving us in order to support his wife who has taken a new job as a school administrator. Indeed, we offered him a substantial raise in the hopes that he would stay. Our loss will be someone else's gain. I offer him my highest recommendation.

Sincerely,

J. P. Imbrenda
Lead Foreman
Lane Industries